

POSITION: ACCOUNTING TECHNICIAN**BASIC FUNCTION OF POSITION**

Responsible for PD, DAO and ESF Grant accounts, obligations and disbursements, Billing process, accounts receivable and VIP visit accounting and reporting. Dealing with Telecom, Bank and Electric Enterprise for payments.

MAJOR DUTIES AND RESPONSIBILITIES

Maintains Funds Control for PD, DAO and ESF Grant accounts, obligations and disbursements, Back-up for ICASS and Program funding accounting.

Accounting on obligations for PD, ESF Grant and DAO. Reviews for accuracy status of funds reports received from COAST and Momentum accounting software and takes corrective action if necessary. Maintains PD, ESF Grant and DAO reports. Performs analysis of anticipated requirements for PD, ESF Grant and DAO allotment. ..65%

Dealing with other organizations for billing and payment. VIP visit accounting and reporting process...25%

Coordinates with the Financial Assistant in checking for correct and proper fiscal data on all vouchers for Telephone, Electricity and Fuel payments. Performs as alternate Class "B" Cashier in the absence of Principal Class "B" Cashier. Picks up and sends mails. Performs as alternate person to cover incoming calls for B&F in the absence of Accountants and back-up PSU POC...10%